



**HEADQUARTERS  
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**NEW YORK WING POLICY LETTER 03-01**

**1 JUNE 2003**

**CAP NATIONAL DATABASE SECURITY PERMISSIONS**

This Policy Letter is designed to provide guidance for obtaining security permissions to the Civil Air Patrol National Database.

Group Commanders may delegate the authority to Group Staff and/or Squadron Commanders for obtaining security changes in the National Database for their respective Group and/or Squadrons.

Group Commanders must send an e-mail to the Wing Webmaster (DOKI) each and every time a change in the delegation of security changes is to be made. This information is to include the member to be added and/or deleted and the CAPID number. Based upon the request, the Wing Webmaster can grant security permissions for those designated individuals to authorize access for other personnel within the unit.

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**DALE RENEE HUMPHRIES, First Lieutenant, CAP**  
**Director of Administration**

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**AUSTYN W. GRANVILLE, JR., Colonel, CAP**  
**Commander**



Distribution: 2 NER, 1 ea. Group, 1 ea. Squadron  
**OPR: DOKI**